King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 4 **Security and Use of Force**	
4.01.006, **Inmate Telephone system**	Approved By:	Director Allen Nance
	Effective Date:	April 19, 2023
	Reviewed By:	PRC
	Review Date:	April 12, 2023
Distribution:	Document Code No.	

Purpose
To establish protocol governing inmate telephone privileges and any electronic surveillance the department may employ to monitor inmate telephone calls.

Policy
It is the policy of the department to permit inmates reasonable access to telephones. Inmates may communicate with persons or organizations subject to the limitations necessary to maintain order and security. The department shall record and routinely monitor inmate conversations occurring at department facilities unless the conversation is with members of the defense team.

References

Department Policies:	6.02.002, Inmate Disciplinary System
	6.03.001, Restrictive Housing
Federal:	Title 18 USC, Chapter 119
RCW's:	9.73.030

Definitions
Attorney: For the purposes of this policy, any person licensed to practice law in any state, or federal court and who represents an inmate.
Defense Team Member: Individuals who work under the direction of an attorney who represents an inmate, including paralegals, investigators, and mitigation specialists.
Inmate Telephone System: A computer-based telephone system, which enables the department to record, monitor and control the use of inmate telephones.

A. General Guidelines

1. The department shall routinely monitor and record non–attorney or defense team member inmate telephone conversations occurring within department facilities. Recording and monitoring of inmate's phone calls improves the safety of department facilities. Inmate telephone conversations can provide possible details of potential assaults, homicides, domestic violence, coercion, witness tampering, narcotics trafficking, gang activity and other crimes within or outside department facilities. They may also reveal inmate plans for self-harm or suicide, as well as assist in the tracking of inmates who escape from custody.
2. To protect inmate's constitutional rights, confidential and privileged attorney-

client conversations shall not be monitored or recorded. This includes conversations between members of the attorney's defense team and their client. Telephone access for inmates shall be provided through phones located in each housing unit or via SECURUS tablets. Calls placed shall be a collect call, or through debit or prepaid accounts, established through a department authorized telephone vendor. The only exceptions are the free inmate phone calls.

3. The following calls are prohibited:
   a. Three-way or conference calls, with the exception of legal calls.
   b. Call forwarding.
   c. Calls to 800 and 900 numbers.
4. Telephones are programmed to restrict all calls to 15 minutes.
5. Phone calls made at department expense, using department telephones, shall be at the discretion of the facility commander (or designee), and shall only be for the following purposes:
   a. Serious illness, hospitalization, or death of an immediate family member.
   b. An extraordinary or unusual circumstance.

B. Suspension of Phone Privileges

1. Following department policy 6.02.002, Inmate Disciplinary System, any inmate found violating department rules and regulations, damaging telephone hardware, abusing phone privileges or committing or attempting to commit a crime using the telephone system, shall risk sanctions that include, but are not limited to:
   a. Loss or suspension of telephone privileges.
   b. Monetary charges for lost or broken telephone hardware.
   c. Additional criminal charges being filed.
2. Following department policy 6.03.001, Restrictive Housing, telephones shall only be made available to inmates housed in restrictive housing units during their scheduled time out. Emergency phone calls shall be allowed in accordance with section A. 6.
3. In the general population units, telephone use shall be suspended during mealtimes and those times when the inmate population is secured in their cells, except for telephone calls placed using the SECURUS tablets.
4. In an emergency or extended disruption of normal facility operation, the facility commander (or designee), may suspend use of inmate telephones.

C. Monitoring, Recording, and Blocking Telephone Calls

1. Calls placed to an attorney or member of the defense team, shall not be monitored or recorded, to protect attorney-client privilege. All attorneys whether private or public may have their telephone numbers blocked from recording by sending written notice to the department.
2. The department retains the right to monitor and record all other inmate calls, whether they are free calls, collect calls or made by a pre-paid debit account.
3. Any system used for inmate phone calls will have a voice prompt stating that the call is coming from a correctional facility and is subject to monitoring and recording, to allow the end user the option to accept or reject the call.
4. Inmates shall have no expectation of privacy while making general telephone calls.

5. Victims may request that an inmate not be allowed to telephone them by contacting the authorized telephone vendor, writing the department, or seeking a court order.
6. Any outside telephone number discovered to be facilitating any violation of the department's Inmate Telephone System policy may be blocked.

D. Recording and Monitoring Operations

1. Contents of recorded conversations are confidential and shall be divulged only as necessary to safeguard the orderly operations of the facility, in response to a court order, or in the prosecution or investigation of criminal activities.
2. The retention period for all recorded calls is two years.